



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: Reporting & Statements**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**  
**FO.5**

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Complete all financial activities in an accounting cycle.
<b>1.2 Process Overview</b>	<p>This process allows for the timely and accurate preparation and distribution of internal and external reports required by law or regulation to provide financial information for management decisions and audit. These reports are produced in response to a specific request or on a recurring schedule and are formatted to ease compliance with federal government reporting requirements.</p> <p>Beneficiary account statements are also produced routinely. The statements include sufficient detail about deposits, withdrawals and explanations of transactions, to allow the beneficiary to understand and track his/her/their account activity. The statement is divided into the following sections:</p> <ul style="list-style-type: none"><li>• Account activity, including receipts, disbursements and account balance</li><li>• Projected account activity, including anticipated receipts and disbursements</li><li>• Investment positions</li><li>• Ownership interests in trust assets.</li></ul>
<b>1.3 Stops With</b>	The generation of financial reports and statements mailed to the beneficiaries.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
To ensure that all reporting activities are performed in a timely and accurate manner in accordance with trust and accounting standards.

**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
Requests, receives and reviews account reports and statements.



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**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.*

*Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.*

*All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
BIA	Agency/Regional/Central Offices		Generate operational and management reports regarding financial activities.  Review management reports and beneficiary account statements for accuracy.  Request ad-hoc reports.
OST	Trust Service, Office of Reporting and Reconciliation	(Management)	Provide a structure for identification, measurement, accumulation, analysis, preparation, interpretation and communication of financial information for internal and external users.  Review management reports and beneficiary account statements for accuracy.
OST	Trust Service, Office of Reporting and Statements	(Staff)	Generate operational and management reports regarding financial activities.  Review management reports and beneficiary account statements for accuracy.  Provide reports and statements to OMB, Treasury, DOI, other agencies, trust administrators, trust officers, beneficiaries, and federal offices on individual and tribal trust accounts.  Provide reconciliation report and financial information for audit.



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Organization	Office	Role	Contribution
OST	Field Operations		Receive management reports and beneficiary account statements. Request ad hoc reports.
Compacted and Contracted Tribes			Receive management reports and beneficiary account statements. Request ad hoc reports.

**4.2 Non-DOI Organizations.** *Identify the non-DOI organizations that support the execution or control of this process.*

External Organization	Contribution
Office of Management and Budget (OMB)	Requests and reviews the reports and statements.
Treasury	Requests and reviews the reports and statements.
Other parties with authority, such as the Office of Hearings and Appeals (OHA)	Requests a report or beneficiary statement.

**5. Event(s)** *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
Accounting cycle is complete	Completion of financial activities for a period of time.	Daily, monthly
Receive a management directive or ad-hoc request for a report	Regulatory reporting requirements.	As directed



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**6. Inputs and Outputs.** *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

**6.1 Inputs**

<b>Input</b>	<b>Description</b>
TFAS data files	Financial transactions posted in the trust accounting systems in an accounting cycle.
Fund receipt file	All fund receipt records.
Funds receivable file	All anticipated income records.
Disbursement file	All disbursement records.
Funds payable file	All anticipated obligation records.
Beneficiary account file	Detailed financial activity including transactions and account balance.
Treasury financial information	Cash Link, GOALS, RFC link, IPAC, etc.
Information from other sources	Detailed financial information from banks, tribes, etc.
Cash management file	Detailed financial activity regarding projected and actual receipts and disbursements for beneficiary accounts.

**6.2 Outputs**

<b>Output</b>	<b>Description</b>
Monthly, quarterly, annual Treasury reports	Cash Report for Receipts and Disbursements during accounting and reporting period, summarizes potential and actual losses pending settlement, such as Check Report, EFT Payment Report, On-Budget Report, etc.
Tax reports	IRS forms 1099 for all identified taxable beneficiary income.
Beneficiary statements	Detailed financial activity including a summary of transactions, account balance, investment positions and projected account activity. Periodically, also include descriptions of the beneficiary's ownership interests.
Various internal reports	Overdraft Report, Monthly House Holding Account Balance Report, Interest Factor Adjustment Report, Daily IIM Subsidiary Account to IIM Pool Reconciliation Report, Daily Investment Report, etc.



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## 7. Fiduciary and Legal Obligations and Controls

### 7.1 Obligations

*Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.*

Obligation	Source	Business Impact
The American Indian Trust Fund Management Reform Act of 1994	Law and/or regulations	Mandates that statements of performance be sent to each account holder on at least a quarterly basis.
Various OMB regulations, and circulars, GAO guides and Federal Financial Management Improvement Act	Regulations and guidance for federal financial accounting, budgeting, and auditing	Ensures timely and accurate reports.
Trust powers	12 USC 92a	Ensures timely and accurate reports.
Taxpayer identifying number requirement	31 CFR 212	Ensures timely and accurate reports.
Imposes time limits on government checks	PL 100-86 (Competitive Equality Banking Act of 1987)	Ensures timely and accurate reports.
Intra-governmental accounting guides	Treasury regulations	Investments in federal debt securities, transfers and reimbursements.
Guidance on cash and investment transactions	Treasury regulations	Safeguard trust assets.
Freedom of Information Act (FOIA)	5 USC 552	Provides specifically that "any person" can make requests for government information. Citizens who make requests are not required to identify themselves or explain why they want the information they have requested. All branches of the Federal government must adhere to the provisions of FOIA with certain restrictions for work in progress (early drafts), enforcement confidential information, classified documents, and national security information.
Privacy Act of 1974	5 USC 552 (a)	Protects information pertaining to individuals.



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**7.2 Controls**

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Peer review, sampling, management control review and quality assurance	Ensure consistent adherence to financial procedures and accuracy of accounting entries.	Internal audits and checks.
Generally Accepted Accounting Principles (GAAP)	Ensure that financial records meet industry standards and are auditable.	Accounting industry standards.
American Institution of Certified Public Accountancy Statement and Audit Guides (AICPA)	Ensure timely and accurate reports	CPA standards.
Federal Financial Accounting Standards	Ensure that financial records meet federal standards and are auditable.	Financial standards issued by the Federal Accounting Standards Advisory Board.
Federal Manager's Financial Integrity Act 1982 (FMFIA)	Ensure compliance with the requirements of internal accounting and administrative controls.	Federal financial standards.
An internal audit control function is in place following OCC requirements to monitor processes	DOI consults with OCC to develop trust standards and regulations to ensure compliance with stated objectives.	Office of Controller of the Currency (OCC) - Regulation 9. Government financial standards.

**8. Mechanisms (Systems of Record)** Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Trust Financial Accounting System (TFAS)	Technology that applies receipts, distributions and disbursements to the appropriate beneficiary and escrow accounts. An escrow tracking module is also included.



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System Name	Support
Funds receivable system	Technology that tracks payor commitments of funds, such as leases, judgment awards, sales, probate settlements, and receipts against those commitments. A cash management module that allocates projected and actual receipts to and from beneficiary accounts is also included.
Funds payable system	Technology system that records scheduled and actual disbursements from trust and trust-related accounts to beneficiaries or third parties. A cash management module that allocates projected and actual disbursements to and from beneficiary accounts is also included.

**9. Inter-Process Relationships** Identify other Trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

**9.1 Predecessors.** Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
B.2.4	Transfer Inquiry/ Request to Appropriate Office	Forward ad-hoc requests for financial reports.
B.6.3.1	Beneficiary Account Administration	Assistance is provided in developing understandable Explanations of Payment (EOPs) and beneficiary account statements.
FO.1.1a	Create Trust Funds Receivable	Projected receipts are posted.
FO.1.1b	Create Non-Trust Funds Receivable	Projected receipts are posted.
FO.1.2a	Receive and Post Trust Funds	Receipts have been posted to the appropriate accounts.
FO.1.2b	Receive and Post Non-Trust Funds	Receipts have been posted to the appropriate accounts.
FO.2.4	Produce Report	Investment activity and positions are reported.
FO.3.1	Create Funds Payable	Projected disbursements are posted.



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Process No.	Name	Condition of Relationship
FO.3.5	Post Disbursements	Actual disbursements are posted.
FO.4	Omnibus Reconciliation	Complete reconciliation before the reports and statements are produced.

**9.2 Successors.** *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
P.4	Evaluate an Existing Land and Natural Resource Plan	A request is received to produce an ad-hoc report in order to evaluate the success of a project.
UM.1.1	Establish Management Unit Baseline	Make financial operating history available for review.
UM.4.1	Monitor Management Units	Make reports and statements available for land use monitoring.
B.3	Communicate Information	Make financial reports available.
B.5.1	Conduct Outreach Activity	Provide topics for inclusion in the activity and participate in the outreach event.
B.5.2	Post Outreach Activity	Participate in action items and lessons learned review.

**10. Comments** *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
	None